

DUTIES OF OWNERS AND KEY PERSONS

INSTRUCTIONS: Identify by name, title, race, gender, and total amount of compensation, those individuals, including owners, directors, officers, managers and other non-owners, who are authorized to make policy decisions and to manage the day-to-day operations of this business. Make enough copies of this form to provide information on each and every applicable person. Circle the frequency of each person's involvement as follows:

A = Always
F = Frequently
S = Seldom
N = Never

Name: _____
 Title: _____
 Race or Social: _____
 Percent Owned: _____
 Gender: _____ Male _____ Female
 Salary: \$ _____
 Other Benefits \$ _____

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 Gender: _____ Male _____ Female
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 Percent Owned: _____
 Gender: _____ Male _____ Female
 Salary: \$ _____
 Other Benefits \$ _____

Setting policy on company
direction and scope

A F S N

A F S N

A F S N

Bidding & Estimating

A F S N

A F S N

A F S N

Purchasing decisions

A F S N

A F S N

A F S N

Marketing and sales

A F S N

A F S N

A F S N

Supervision of field
operations

A F S N

A F S N

A F S N

Hiring & firing of
management personnel

A F S N

A F S N

A F S N

Designating how profits
are spent

A F S N

A F S N

A F S N

Obligating business by
contract

A F S N

A F S N

A F S N

Signs business checks

A F S N

A F S N

A F S N